



Job Title	Community Development Manager	FLSA Status	Exempt
Band	MGR	Probationary Period	At Will
Zone	4	Job Code	18473

Class Specification – Community Development Manager

Summary Statement:

The purpose of this position is to direct, manage, supervise, and coordinate the federal block grants of the Department of Housing and Urban Development (HUD) and other competitive grants for the City; and coordinate the delivery of services provided through these grants. This is accomplished by developing and implementing programs that meet compliance criteria for the use of federal block grant funds; developing partnerships to deliver services, planning and implementing goals, objectives, policies, and priorities of HUD and the City's strategic goals; and planning, directing, and coordinating the work of the staff, programs, projects, and activities of the division.

Essential Functions	Note: Regular and predictable attendance is an essential function in the performance of this job.
Time % (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
40%	Directs, manages, supervises, and coordinates activities and operations of the Housing Development Division; prepares and administers large federal grant budget; provides training on regulatory requirements; analyzes impact of legislation both federal and state; monitors compliance of expenditure of funds; develops and implements goals, objectives, policies, and priorities for federally funded programs; and ensures that policies and procedures are in line with local strategic goals and are in compliance with federal guidelines.
25%	Researches, analyzes, and evaluates new service delivery methods and techniques; develops relationships within the other departments in the City and with outside agencies to ensure efficient and effective service delivery and increase service levels; coordinates projects to ensure funds are being utilized effectively and cause the least disruption to citizens; utilizes non-profit agencies for service delivery to increase program effectiveness for client services and financial savings to the City and the grant fund; and develops citywide strategy for funding for block grant eligible projects.
20%	Researches and solicits additional grant funding for appropriate jurisdictional activities; reviews federal registers and other funding opportunities to assess the feasibility of City participation; applies for funding and develops new programs; develops teams incorporating appropriate partners for funding efforts; and researches and accesses matching funds as applicable.



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10%	Conducts frequent regulatory review and evaluation regarding changes in program requirements for three entitlement grant programs, stimulus funding, and special grants as applicable; interprets and explains rules and regulatory requirements to staff, City officials, and community agencies as needed to ensure funds are being expended for eligible activities and that reporting and monitoring activities are in compliance with the statutory and regulatory requirement; and identifies potential partners for service delivery of program enhancements.
5%	Participates and works with community initiatives to ensure that there is a City presence and involvement and give the community a voice with the City.

Competencies Required:

Human Collaboration Skills: Communications are highly sophisticated and involve final decisions or recommendations regarding policy development and implementation. Interaction with others outside the organization requires exercising participative management skills that support team efforts and quality processes.

Reading: Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

Math: Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Writing: Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

Technical Skills Required:

Advanced Skills and Knowledge: Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.



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Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

Education: Bachelor's degree from an accredited college or university with major coursework in planning, urban planning, or a related field.

Experience: Five years of full-time responsible professional urban planning program experience including three years of responsible management experience.

Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.

Certifications required in accordance with standards established by departmental policy.

Supervision Exercised:

Work requires managing and monitoring work performance of a department including evaluating program/work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing assignments for the department.

Supervision Received:

Receives Limited Direction: This job title normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Special projects are managed with little oversight and assignments may be reviewed upon completion. Performance reviewed periodically.

Fiscal Responsibility:

This job title has responsibility for final approval of at least one division/departmental budget. Is authorized to approve fiscal/budgeted expenditures up to the amount that requires the approval of Senior Management.

Physical Demands:

Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.



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Environmental Conditions	Frequency
Primary Work Environment	Office Environment
Extreme Temperature	Never
Wetness and Humidity	Never
Respiratory Hazards	Never
Noise and Vibrations	Never
Physical Hazards	Never
Mechanical and/or Electrical Hazards	Never
Exposure to Communicable Diseases	Never
Machines, Tools, Equipment, and Work Aids: Computer, printer, copier, telephone, and standard office equipment.	

Specialized Computer Equipment and Software: Microsoft Office.

The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

Original Date: November 2014